

**GREATER**

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HEALTH INSURANCE CONSORTIUM**

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stable insurance future.

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## MINUTES

### Greater Tompkins County Municipal Health Insurance Consortium Joint Committee on Plan Structure and Design

February 3, 2011  
Old Jail Conference Room  
Agenda

Approved 8-4-11

1. Introductions
2. Review of Roberts Rules of Order
3. Minutes from January 6, 2011 meeting
4. Review Amended Items of Joint Committee Guidelines
5. Review of Board Action related to the Joint Committee
  - a. approval to submit Joint Committee Recommendation with Application to NYS Insurance Department
  - b. Chair encouraged municipal board reps to allow release time for Joint Committee attendance
  - c. Request that Joint Committee consider issue of a Wellness Benefit
6. Consider Item #5 of the proposed Joint Committee Guidelines which will determine the decision making process of the Joint Committee
7. Comments about the Recent Plan Implementation
8. Other Issues?

***Present:***

***Municipality Representatives: 6 members***

City of Ithaca – Schelley Michell-Nunn, County of Tompkins – Brooke Kominos  
Town of Danby-Laura Shawley, Town of Ithaca - Judy Drake,  
Village of Cayuga Heights – Mary Mills, Village of Groton- Betty Conger

***Union Representative: 4 unit members***

County White Collar -CSEA - Chantalise DeMarco, President; Ithaca Professional Fire Fighters Assoc –George Apgar, Ithaca Area Fire Fighters #737-Greg Stevenson and Dave Teeter, Ithaca Town – DPW Teamsters- Joe Slater,

***Representatives Absent:***

Town of Groton, Town of Ulysses, Town of Enfield, Village of Dryden, Village of Trumansburg  
TC3 Professional Admin. Assoc., Locey & Cahill, Town of Caroline, Town of Dryden

***In attendance:***

TC3 – Sharon Dovi, Human Resources Manager

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CSEA – Margaret Lloyd, Health Benefits Specialist  
CNYMSS- Jed Constantz  
CMC - Travis Turner

Called to order by Chantalise DeMarco, Chair, Board of Directors, at 12:40 pm

### **1. Introductions**

Roster was passed around to make corrections in the contact information and handouts passed out.

### **2. Review of Roberts Rules of Order**

At the prior meeting the committee voted to have Roberts Rules of Order be the parliamentary rules. Betty Conger reviewed the Roberts Rules of Order basics, and the Parliamentary Procedures that were emailed out prior to the meeting. These will give guidance on how the meeting will be run. Betty Conger volunteered to act as the Parliamentarian. Being courteous to one another and allowing others to comment before making a second comment was stressed.

### **3. Minutes from January 6, 2011 meeting**

Judy Drake moved to table the minutes to the next meeting, since they were just passed out. Seconded by Laura Shawley. Vote: Unanimously approved.

### **4. Review Amended Items of Joint Committee Guidelines**

The revisions from last meeting were passed out. Judy questioned whether they should be By-Laws or Guidelines. Betty Conger moved that we change the title to Joint Committee on Plan Structure and Design Standing Rules. Seconded: Mary Mills Vote: Unanimously Approved

Chantalise discussed the need to change the order of the agenda to move up the discussion on the Proxy Voting. Dave Teeter moved to approve changing the order of the agenda, Seconded by Chantalise De Marco. Vote: Unanimously Approved.

### **6. Consider Item #5 of the proposed Joint Committee Guidelines which will determine the decision making process of the Joint Committee**

Chantalise explained that there may be times that some labor representative might not be able to attend the meeting due to their job duties. There has been discussion of block voting, which would allow one person present to cast a vote for a group (i.e.: all CSEA units.) Also part of the discussion was proxy voting where each unit could assign a vote by proxy to someone else that would be present or to another person. There are several unions that represent multiple bargaining units within this committee.

Dave Teeter explained that it is tough to cast your vote prior to the meeting as you miss the discussion at the meeting. Or would you be giving your proxy vote to another person. Chantalise explained that the person would have to trust someone to have your vote. Chantalise reported that the NICET units at TC3 would prefer proxy voting. George Apgar was in favor of the proxy voting. The designation of the proxy should be done in writing (email is ok.) Quorum present was discussed for having a vote.

Betty Conger suggested 2/3 or 3/4 of the group to make quorum, but only simple majority to pass a motion. Schelley asked for clarification asked if the labor representatives have been notified. The actual number of the size of the committee was discussed. It was determined that there are 13 members and 22 labor units. There is still the need to make sure we get a contact person for each unit.

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The proxy would allow municipalities and the units to send a designee to attend the meeting if the main representative can't attend. Dave Teeter asked if the proxy vote was a disincentive to not attend the meetings. Chantalise DeMarco said that it is a means of giving some units a chance to vote. There was also concern that less municipal representatives would attend. Greg Stevenson asked if there should be some x number of each side so that one doesn't overwhelm the other. This would also encourage attendance by both sides.

Summary: Proxy in writing provided to the chair by the start of the meeting. Anyone can have an alternate or designee attend for them. Roll call vote with a grid would be necessary to track the votes or paper ballot. Quorum to take action at a meeting would be 2/3 of the total 35 members, equaling 24. Using simple majority of quorum to pass a motion it would require 13 affirmative votes. This would not be 2/3 present at the meeting, but those present plus paper proxy would make up the quorum and vote.

Greg Stevenson suggested a proxy form that could be used, in place of just an email. The paper votes should be kept and included as part of the minutes.

Chantalise asked for a motion regarding establishing quorum for the meeting.

I move that we require 2/3's of member votes as a quorum.

Moved: Schelley Michell-Nunn Seconded: Mary Mills Vote: Unanimously Approved

Roberts Rules of Order specify that a vote passes if there is a simple majority affirming the vote.

I move that we accept the Joint Committee on Plan Structure and Design Standing Rules be accepted as amended. Moved: Betty Conger Seconded by Mary Mills Vote: Unanimously Approved

## 5. Review of Board Action related to the Joint Committee

### a. Approval to submit Joint Committee Recommendation with Application to NYS Insurance Department

Resolution passed at the Board of Directors meeting was shared with the committee. No additional discussion.

### b. Chair encouraged municipal board reps to allow release time for Joint Committee attendance

Chantalise DeMarco explained that Don Barber, Chair GTCMHIC, encouraged all the municipalities to allow for paid relieve time for the bargaining unit representatives to come to this meeting. It is up to those municipalities to make that happen, so we want to piggy back on that. We really appreciate his support and would hope that the municipalities would work toward getting bodies here.

Understanding, that during certain times of the year it may be harder. Margaret Lloyd stated that the unit representatives should ask to attend and not assume they will be assigned.

### c. Request that Joint Committee consider issue of a Wellness Benefit

Margaret Lloyd explained that this came up from the GTCMHIC in regard to the Village of Dryden. This benefit provided for a reimbursement for gym membership or other wellness activities. The committee needs more information on the benefit offered before it could be worked on by the committee. Mary Mills asked if it would be an ancillary benefit, so it could be selected by those that want it. Chantalise explained that this was part of the Village of Dryden plan that was not known of.

## 7. Comments about the Recent Plan Implementation

Chantalise DeMarco asked for comments on the roll out of the implementation. Dave Teeter asked if anyone has received a copy of the Plan Documents yet from Excellus. Dave Teeter thought he had received it, but it

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was the Dental plan. Schelley Michell-Nunn explained that there were several issues that the City went over with Excellus last week and now have corrected. The issues with Medco have been able to be fixed online. Some municipalities are still having difficulties being able to access the Medco website. Cayuga Heights is still waiting for access to Medco's online program. Mary Mills still doesn't have a card yet from Excellus, but she is in the system. George Apgar explained that when he called Excellus he was told it would take 2-3 months to get the plan document. George Apgar asked if there was an update on the Medco contract. Brooke Kominos went over some of the issues that she has been working on due to the dual transition.

**8. Other Issues?**

No other issues rose.

At the next meeting, Chantalise DeMarco had a medication issue to discuss and we have the wellness plan to discuss further. It seemed that there was interest by all in holding a monthly meeting for the next few months. It was decided to hold the future meetings at the Old Jail and continue with the first Thursday from 12-2 pm.

There was discussion about the need to get someone taking on the administration function for the Consortium. Greg Stevenson wanted to express concern that there aren't current minutes on the website for the past Board of Directors meetings or Joint Committee. Since the inception the website is not current and it should be stressed to bring it back up.

Moved to adjourn: Betty Conger                      Seconded: Mary Mills

Meeting adjourned at 1:39 pm

**Next meeting: Thursday, March 3<sup>rd</sup> from Noon – 2pm in the Old Jail Conference Room**

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